# Grant & Per Diem: Case Management – Quarterly Report

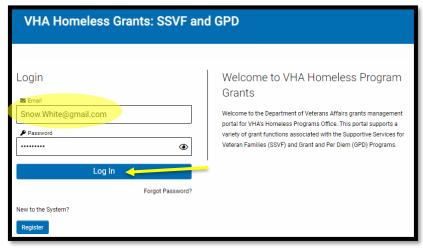
How-To: Submit a quarterly report for Case Management

**GPD Provider Webpage** 

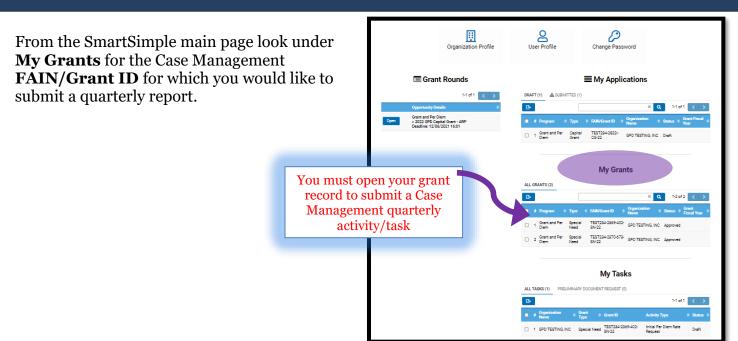
#### Step 1: Log into SmartSimple

Access Smart Simple: <a href="https://hmlsgrants-va.mod.udpaas.com/s">https://hmlsgrants-va.mod.udpaas.com/s</a> Login.jsp

- Your agency's SmartSimple point of contact logs into the system
- Enter your email address and password and click the Log In button:

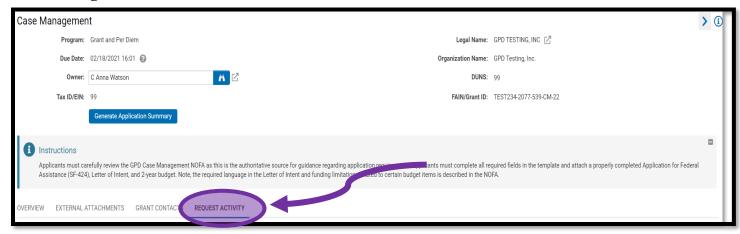


#### Step 2: From Main, select the appropriate grant award under My Grants



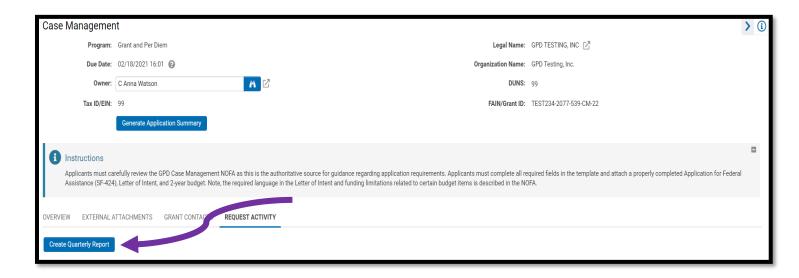
## Step 3: Navigate to Request Activity tab

When the grant record opens it defaults to the Overview tab. Navigate to the **Request Activity** tab on the far right and select this tab.



## Step 4: From the REQUEST ACTIVITY tab; select CREATE Quarterly Report

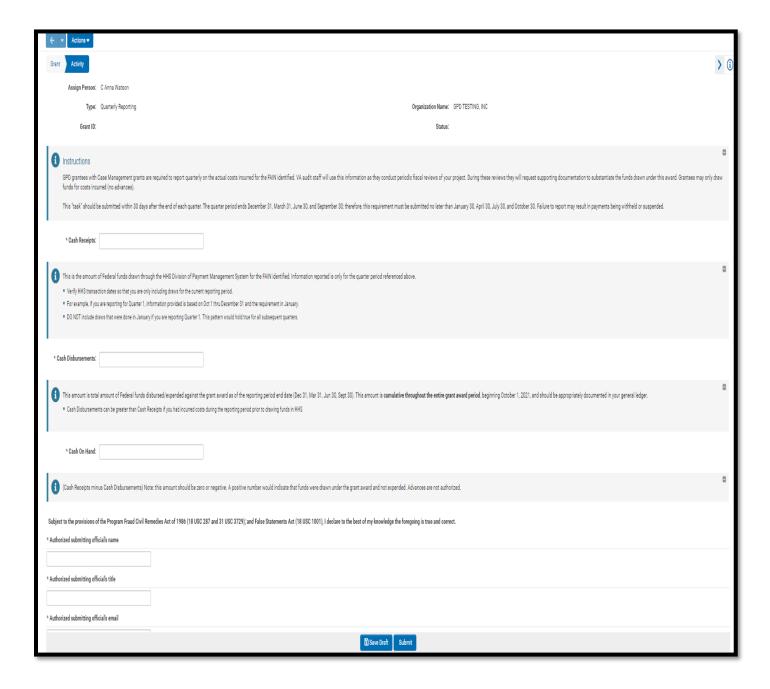
From the **Request Activity** tab select the **Create Quarterly Report** (blue button)



## Step 5: Open Quarterly Report template; complete form

**Step 1:** Complete the form; instructions for each field must be followed exactly or the activity will be returned for corrections

Step 2: Submit



#### Step 5 cont: When and how to complete form

\* Cash Receipts: \$100,000.00

**When**: Grantees will be required to submit quarterly reports, 30 days from the end of each quarter. IMPORTANT DATES: Reports will need to be completed for costs based on the following dates -

- o By January 30, 2022 for *year 1*, *quarter 1* (**Oct 2021 Dec 2021**)
- o By April 30, 2022 for *year 1*, *quarter 2* (**Oct 2021 Mar 2022**)
- o By July 30, 2022 for *year 1*, *quarter 3* (Oct 2021 Jun 2022)
- o By October 30, 2022 for *year 1*, *quarter 4* (**Oct 2021 Sep 2022**)
- o By January 30, 2023 for *year 2*, *quarter 1* (Oct 2021 Dec 2022)
- o By April 30, 2023 for year 2, quarter 2 (Oct 2021 Mar 2023)
- o By July 30, 2023 for *year 2*, *quarter 3* (**Oct 2021 Jun 2023**)
- o By October 30, 2023 for *year 2*, *quarter 4* (**Oct 2021 Sep 2023**)

What: Grantees will report actual costs incurred (advances are not allowable). Reports will be cumulative throughout the *entire grant award*; each report will begin Oct 2021.

Sample: You are completing the report in July 2022, for Quarter 3. This report will cover costs from Oct 2021 – Jun 2022).

Cash Receipts: You will include HHS draws from the start of the award in October through June 30. **Do not include draws in July.** 

| Verify HHS transaction dates so that you For example, if you are reporting for Quar | on through the HHS Division of Payment Manag<br>are only including draws for the current reporting<br>ter 1, information provided is based on Oct 1 thru<br>January if you are reporting Quarter 1. This patter | period.<br>December 31 and the requirement in Ja |   |
|---|---|--|---|
|   |   |  | ral funds disbursed against the grant<br>greater than Cash Receipts.                          |
| beginning October 1, 2021, and should be app  |   |  | Jun 30, Sept 30). This amount is <b>cumulative throughout the entire grant award period</b> , |
|   |   |  |   |

Cash on Hand: Cash Receipts minus Cash Disbursements. This amount should be zero or negative, a positive number would indicate funds were drawn and not expended. Advances are not allowed.

| * Cash On Hand:    | 0.00  |  |
|--------------------|---|--|
|                    |   |  |
| (Cash Receipts min | us Cash Disbursements) Note: this amount should be zero | or negative. A positive number would indicate that funds were drawn under the grant award and not expended. Advances are not authorized. |

## Step 6: Navigate to main page; activity should be in pending status

After submitting the Quarterly report, navigate to the SmartSimple main page (shown in step 2) and your activity/task will indicate **Submitted** status.

GPD program staff will review your report and reach out to the identified point of contact, if there are questions/issues.

# My Tasks

| ALL TASKS (10) PRELIMINARY DOCUMENT REQUEST (0) |   |                   |                    |                            |                     |            |  |
|---|---|-------------------|--------------------|----------------------------|---------------------|------------|--|
| <u>-</u>  |   |                   |                    |                            | 1-10 of 10          | <b>⟨</b> ⟩ |  |
|   | # | Organization Name | Grant Type         |                            | Activity Type \$    | Status \$  |  |
|   | 1 | GPD TESTING, INC  | Case<br>Management | TEST234-2077-<br>539-CM-22 | Quarterly Reporting | Approved   |  |
|   | 2 | GPD TESTING, INC  | Case<br>Management | TEST234-2077-<br>539-CM-22 | Quarterly Reporting | Approved   |  |
|   | 3 | GPD TESTING, INC  | Case<br>Management | TEST234-2077-<br>539-CM-22 | Quarterly Reporting | Submitted  |  |

#### Step 7: Approval; activity complete

Grantee will only be notified if corrections are needed, otherwise the activity will be changed to *approved* status once it has been reviewed and accepted.

For future quarterly requirements, complete another Create Quarterly Requirement activity/task.